

**EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HCMALL 14/02A**

***This announcement is for a full performance level. The position is also advertised at a trainee level.
Please see the ANNOUNCEMENT NUMBER HCMALL 14/02B for reference.***

OPEN TO: All interested candidates
POSITION: Program Officer, FSN-11
OPENING DATE: January 17, 2014
CLOSING DATE: February 07, 2014
WORK HOURS: Full-time, 40 hours/week
LENGTH OF HIRE: Long term. Actual filling of the position is contingent upon the availability of funds.
ANNUAL SALARY: **US\$22,127.00 (Starting salary)**
(Position Grade: FSN-11)

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment for the Program Officer position in its Centers for Disease Control and Prevention/Global AIDS Program (CDC/GAP).

NOTE: ALL APPLICANTS WHO ARE NOT FAMILY MEMBERS OF U.S. GOVERNMENT EMPLOYEES MUST HAVE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTIONS OF THE POSITION

Incumbent of this position will serve as the Program Officer for HIV/AIDS prevention and care programs implemented by the U.S. Government's President's Emergency Plan for AIDS Relief (PEPFAR) and CDC/GAP in Vietnam. The incumbent will be responsible for developing, organizing, implementing, coordinating, and supervising activities supported by PEPFAR and CDC/GAP Vietnam in collaboration with the Vietnam Ministry of Health (MOH), Provincial Departments of Health, Ho Chi Minh City People's AIDS Committee, non-governmental organizations and/or universities. The incumbent will also provide technical assistance, oversight, and management to projects and partners to accomplish these functions.

Please contact the Management Office at 3520-4200 X4342/4454 for further inquiries.

QUALIFICATION REQUIREMENTS

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Bachelor degree in one of the following fields: Medical, Public health, Health policy, Health Management, Epidemiology, Behavioral Sciences, or Public Administration is required.
2. Minimum of three years of experience in working in public health implementation and management is required. Must also have working experience in HIV/AIDS or sexually transmitted disease (STD) field, in community research & program design, implementation, evaluation and current international standards best practices.
3. Must have 1) thorough knowledge of the principles of public health programs and practice, including facility with research design concepts and basic statistical methods and procedures and 2) in-depth knowledge about the Vietnamese health system, including the administration and organization of personnel, resources, structures, and services from Ministry of Health through provincial health departments to the district levels and below. Familiarity with HIV/AIDS situation and program in Vietnam, plus current international standards best practices are required.
4. Must have 1) ability to work creatively and constructively with government health officials to develop feasible HIV/AIDS interventions suitable to local conditions and guide their implementation, effectively responding to challenges and barriers, 2) demonstrated grasp of skills and methods for program management, monitoring and evaluation of activities of similar scope and complexity; possess sensitivity and maturity to deal appropriately with HIV issue; 3) a demonstrated ability to work closely and effectively with persons at all levels of the public health system; 4) ability to prepare oral and written reports in English for senior-level international scientific audiences.
5. Level 3 (Good Working Knowledge) Speaking/Reading/Writing English is required (this will be tested). Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

Please see [post eligibility & qualification requirements](#) on the Management Office bulletin board/intranet (Sharepoint) or on the Consulate website <http://hochiminh.usconsulate.gov/jobs.html>.

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold U.S. Mission Regional Security Office (RSO) and Health Unit clearances.

HOW TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff (DS-174). Candidates may send a current résumé or curriculum vitae that provides all the information on the DS-174 (please refer to [Appendix B](#) for further details) in order for the candidate to receive consideration for this vacancy. The DS-174 form is available on the U.S. Consulate website <http://hochiminh.usconsulate.gov/jobs.html>. Paper copies are available from Security Guard at the U.S. Consulate in Ho Chi Minh City, 04 Le Duan Street, District 1 between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification.

SUBMIT APPLICATION TO

Management Office
U.S. Consulate General, 04 Le Duan Street
District 1, Ho Chi Minh City
Tel. 84-8-3520-4342/4454
Fax: 84-8-3520-4233

CLOSING DATE FOR THIS POSITION: FEBRUARY 07, 2014.

(All applications must be received by the closing date to receive consideration. Please wait to hear from us within 4 weeks from the closing date.)

The U.S. Mission in Vietnam provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.